

## Task Code 101: CASE CLOSURE

### PURPOSE

To ensure that there is a clear, accurate record of the project's processing history, establish a record for legal purposes and ensure data is made available for future use.

### OUTLINE OF PRIMARY STEPS

#### Completed by Project Manager

##### Task 001

- Verify that the Notice of Determination or Notice of Exemption (NOD OR NOE) was filed
- For Rezones and GPAs with Map Changes, distribute the Ordinance and red-lined sub-area map or GIS map
- For GPAs with Text or Community Plan Changes, update the General Plan and General Plan History Sheet
- For Specific Plan Areas, add Certification of Adoption Sheet, Minute Order, and Resolution to beginning of Specific Plan
- Finalize Open Space Easement Maps and Other Exhibits

#### Upon expiration of the appeal period for the decision (generally 10 days after project approval)

- Collect the Record/Consolidate the files
- Complete the Map and Plan Processing
- Transmittal of Final Documents – complete memo to transmit all final project documents and customer satisfaction survey to the applicant and owner(s)
- Notify Codes Enforcement of results If Applicable
- Finalize Copies of the Environmental Documentation

#### Completed by the Land Use Tech

##### Task 002

- Complete map and plan processing
- If a project includes any Biological Resource Maps (vegetation map, Open Space Easement maps, etc), submit the Biology Report and/or any Biological Resource maps (vegetation map, Open Space Easement maps, etc.) to GIS for data entry into mapping applications
- If there are Groundwater studies or Geo technical studies, send email the Groundwater Geologist/Geo-tech Specialist the Documentum weblink to the final studies
- If there are archeological/cultural studies, email the specialist for the project the weblink to the final arch/cultural studies. Check with the arch/cultural specialist to see if the reports need to be sent to the SCIC. If yes, create a CD of the Arch reports for the project.
- For specific plan areas - place a copy of relevant documents into the specific plan database
- If the project was a HLP, send the relevant documents to the HLP coordinator
- If the project is a vacation, provide the date the project was completed and the final Board action to the Senior Land Surveyor of General Services
- Notify fiscal section of case completion so any remaining funds can be refunded to the customer (for developer deposit projects only)